

## ANNEX C

### DOCUMENTATION PACKAGE FOR LARGE FIRE INCIDENTS

A quality fire package standard should be conveyed to IMTs at in-briefings and be included in Delegations of Authority. Establish transfer requirements for fire package contents from IMT to IMT on long duration incidents. This is especially important when fires are transferred from one complex to another. All line-officer training should teach a standard level of documentation. Long duration incidents should have one individual assigned to documentation by the hosting agency(s) who will stay for the duration of the incident. Line Officers should review fire packages well before closeout meetings to ensure the packages meet their quality and documentation expectations. If the package is deficient, keep the team assigned until it meets expectations of a quality fire package.

Following is an outline of documentation that could be included in a large fire incident fire package.

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| <p><b>I. COMMAND &amp; ADMINISTRATIVE RECORDS</b></p> <ul style="list-style-type: none"> <li>A. Index &amp; Computer CD or Disc</li> <li>B. Delegation of Authority</li> <li>C. Wildland Fire Situation Analysis</li> <li>D. Reference Guide/Narrative</li> <li>E. In-Briefing to IMT               <ul style="list-style-type: none"> <li>1. Agency</li> <li>2. Area Command</li> </ul> </li> <li>F. Transfer of Command               <ul style="list-style-type: none"> <li>1. Incident Management Team</li> <li>2. Area Command</li> </ul> </li> <li>G. Unified Incident Agreements/Cost Share</li> <li>H. Disciplinary Items</li> <li>I. Miscellaneous/Team Roster</li> </ul> <p><b>II. PLANNING SECTION RECORDS</b></p> <ul style="list-style-type: none"> <li>A. Original &amp; Corrected IAPs</li> <li>B. Strategy Meeting Notes</li> <li>C. Public &amp;/or Structure Protection/Evac Plans</li> <li>D. Road Closure Orders</li> <li>E. Rehab Plans/Mop-up Standards</li> <li>F. Weather Forecasts               <ul style="list-style-type: none"> <li>1. Weather Field Observations</li> </ul> </li> <li>G. Fire Behavior Forecasts               <ul style="list-style-type: none"> <li>1. FARSITE Run</li> </ul> </li> <li>H. Resource Unit Records               <ul style="list-style-type: none"> <li>1. ICS 207-Organizational Chart</li> <li>2. ICS 211-Check-in Sheets</li> <li>3. ICS 215-Operations Planning Sheet</li> <li>4. ICS 219-T-Cards</li> </ul> </li> <li>I. Situation Unit Records               <ul style="list-style-type: none"> <li>1. ICS 209-Situation Report</li> <li>2. GIS Data Directory Structure</li> <li>3. FOBS Notes</li> <li>4. Infrared</li> </ul> </li> <li>J. Demob Unit Records               <ul style="list-style-type: none"> <li>1. Demob Plan</li> <li>2. ICS 221-Demob Sheets</li> </ul> </li> <li>K. Human Resources Records</li> <li>L. Training Specialist Records</li> <li>M. Performance Ratings</li> <li>N. Miscellaneous</li> </ul> <p><b>III. LOGISTICS SECTION RECORDS</b></p> <ul style="list-style-type: none"> <li>A. Ground Support Unit Records</li> <li>B. Food Unit Records</li> <li>C. Security Unit Records</li> <li>D. Communications Unit Records</li> <li>E. Facility Unit Records</li> <li>F. Medical Unit Records</li> <li>G. Supply/Ordering Unit Records               <ul style="list-style-type: none"> <li>1. Resource Ordering Books</li> <li>2. Resource Orders</li> <li>3. Way Bills</li> <li>4. Cache Summaries</li> <li>5. Incident Replacement/Damage Reports</li> <li>6. Line Orders</li> <li>7. Daily Inventories</li> <li>8. Supply Accounting Sheets</li> <li>9. Supply T-cards</li> <li>10. Saw Parts</li> <li>11. Property Transfers</li> </ul> </li> </ul> | <p><b>IV. FINANCE</b></p> <ul style="list-style-type: none"> <li>A. Payment Records</li> <li>B. Cost Summaries</li> <li>C. Claims Documents</li> <li>D. Compensation for Injury</li> <li>E. Commissary</li> <li>F. Fuel Issues</li> </ul> <p><b>V. INFORMATION</b></p> <ul style="list-style-type: none"> <li>A. Info Summary</li> <li>B. Contacts List</li> <li>C. Daily Fact Sheets</li> <li>D. Public Meeting Notes</li> <li>E. News Releases</li> <li>F. Traplines</li> <li>G. Special Events</li> <li>H. Letters</li> <li>I. Photos</li> <li>J. Contact Logs</li> <li>K. Miscellaneous</li> </ul> <p><b>VI. SAFETY</b></p> <ul style="list-style-type: none"> <li>A. Medical Unit Records</li> <li>B. Safety Messages</li> <li>C. Safety Inspections</li> <li>D. Safenets</li> <li>E. Accident Investigations</li> <li>F. Safety Summary</li> </ul> <p><b>VII. OPERATIONS SECTION</b></p> <ul style="list-style-type: none"> <li>A. Ops Summary</li> <li>B. Firings Ops Plans</li> <li>C. Structure Protection</li> <li>D. Initial Attack Plans</li> <li>E. Miscellaneous</li> </ul> <p><b>VIII. AIR OPS RECORDS</b></p> <ul style="list-style-type: none"> <li>A. Load Calculations</li> <li>B. Daily Cost Summaries</li> <li>C. Flight Documentation</li> <li>D. Flight Restrictions</li> <li>E. Safecomms</li> <li>F. Aviation Summaries</li> <li>G. Helibase Information</li> </ul> <p><b>IX. GENERAL MESSAGES</b></p> <ul style="list-style-type: none"> <li>A. Command</li> <li>B. Logistics</li> <li>C. Plans</li> <li>D. Operations</li> <li>E. Finance</li> <li>F. Information</li> <li>G. Safety</li> <li>H. Air Operations</li> </ul> <p><b>X. MISCELLANEOUS</b></p> <ul style="list-style-type: none"> <li>A. Briefing Maps</li> <li>B. Fire Progression Maps</li> <li>C. Miscellaneous</li> </ul> |
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